



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062021R10034

**ISSUANCE DATE:** October 5, 2021

**CLOSING DATE/TIME:** October 22, 2021

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist -HIV/AIDS Care and Treatment (Multiple positions).

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Janine Scott  
**Contracting Officer**

U.S. Agency for International Development  
C/O American Embassy,  
Plot 1075 Diplomatic Drive,  
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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062021R10034
- 2. ISSUANCE DATE:** October 5, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 22, 2021/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist - HIV/AIDS Care and Treatment – Multiple positions.
- 6. MARKET VALUE:** N15,890,203 to N23,931,775 equivalent to FSN-11; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a December 2021.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract:**

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic.

The USAID Project Management Specialist (HIV/AIDS Care and Treatment) serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of HIV/AIDS Care and Treatment programs/projects/activities. The

Specialist serves as the in-house subject matter leader on HIV/AIDS Care and Treatment, and the Mission and USG representative in policy, strategic, and technical engagements with the host-country Ministry of Health (MOH), U.S. Government (USG) interagency, international, and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS Care and Treatment activities. The work includes serving as a Program/Project Manager and Contracting/Agreement Officer's Representative (COR/AOR) for significant and targeted interventions, service as an Activity Manager for centralized programs, providing technical assistance to the appropriate host-country Ministry in the development of host-country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in HIV/AIDS Care and Treatment. The Specialist works with the host government and other donors to ensure a well-coordinated approach to HIV/AIDS Care and Treatment.

## **2. Statement of Duties to be Performed:**

### **A. Technical and Strategic Leadership**

The Specialist provides a high level technical guidance, including clinical HIV Care and Treatment recommendations, to the Mission and the Ministry of Health in HIV/AIDS Care and Treatment including counterparts and senior level officials; provides direction in the design, implementation, monitoring, and evaluation of HIV/AIDS Care and Treatment programs/projects/activities and interventions; and/ provides oversight to the annual HIV/AIDS Care and Treatment budget, ensuring costs remain within budget planning levels, and that efficiency is maximized. The Specialist works closely with other units within the Health Office, and across the USAID Mission, to optimize opportunities for cross-sectoral integration, and the leveraging of resources across the different program components; and works closely with the Health Systems Strengthening Team to ensure adequate planning towards uninterrupted availability of key HIV commodities, including antiretrovirals (ARVs), test kits, and essential laboratory reagents. The Specialist provides technical leadership in quality and performance improvement, working with key stakeholders to improve the quality of facility and community-level HIV Care and Treatment services, by applying evidence-based guidelines, approaches, and tools; and liaises with the other technical advisors and MOH staff to institutionalize and scale up quality improvement for HIV Care and Treatment service delivery.

Through literature review, research and regular communication with local and international stakeholders, the Specialist keeps abreast of emerging developments in the national and global HIV Care and Treatment landscape, and advises accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its HIV/AIDS Care and Treatment programs. The Specialist provides advice and guidance to other Health Office and HIV/AIDS Team colleagues on matters relating to HIV/AIDS Care and Treatment, and how best the other program components could contribute to ensure an effective service cascade.

The Specialist provides oversight and guidance to USAID IPs newly emerging and highly efficacious approaches to HIV/AIDS Care and Treatment program/project/activity implementation; with the Strategic Information Team, advise on the development of tools (dash boards, league tables, etc.) that support continuous learning and adapting to further improve and

evolve the USAID knowledge base and data management capability related to HIV/AIDS Care and Treatment activities; and, advises on targeted analyses of HIV/AIDS data to inform program/project/activity planning and implementation. . In addition, the Specialist provides technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST), and any other new tools that may be provided for use in the planning processes.

## **B. Program/Project/Activity Management**

The Specialist serves as a Contracting or Agreement Officer's Representative (COR/AOR) for Mission HIV Care and Treatment programs; keeps the supervisor informed regularly of program implementation progress, results, and issues/problems on a timely basis; perceives, determines, and arranges for procurement of Short Term Technical Assistance (STTA), ensuring that objectives and outcomes of the TA are consistent with and support the furtherance of the Mission HIV/AIDS Care and Treatment portfolio; participates in and ensures the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve service delivery quality, including provision of clinical recommendations on HIV Care and Treatment; and, organizes site visits and prepares orientation materials for delegations from OGAC, USAID Headquarters, the Department of State, and other agencies, and plays a leading role in advising other Health Office colleagues on quality assurance/improvement methodologies and techniques in order to improve the performance of all health service providers.

## **C. Representation and Reporting**

The Specialist represents USAID and PEPFAR at designated national, regional, and international meetings, in particular those relating to HIV/AIDS Care and Treatment, including regular participation in national-level HIV/AIDS technical working groups and related committees; represents USAID on the inter-agency USG PEPFAR Inter-Agency Technical Team, along with the Team Leader; represent USAID at meetings outside of the HIV/AIDS field, as requested by the Mission Director, Health Office Chief, or the Team Leader; responds to a wide range of work-related requirements as a member of the PEPFAR Team, including responding to requests for information from USAID Washington, OGAC, and the Congress; establishes strategic working relationships with senior host-government officials at the national and district level, donor agencies, civil society organizations, private-sector health counterparts, and Medical Associations in order to enhance the sharing of information on HIV/AIDS Care and Treatment, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs/projects/activities; and, serves as a USAID representative on inter-agency forums related to HIV/AIDS Care and Treatment.

The Specialist provides strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents, including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, and Semi-Annual and Annual Progress Reports; and supports the annual PEPFAR budget preparation processes.

3. **Supervisory Relationship:** The Specialist works under the very general supervision of the Health Office Chief, and the closer but general supervision of the Deputy Team Leader.

4. **Supervisory Controls:** None.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** The work requires the equivalent of a US-style Master's Degree in Public Health, in a field related to HIV, Health, Social Work, International Development, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease, Organizational Development, Political Science, Business Administration or a closely related field.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible experience in the field of public health programming in developing or middle-income countries, with a focus on HIV/AIDS Care and Treatment, is required. This experience must demonstrate that the Specialist has strong clinical skills in HIV/AIDS Care and Treatment. The Specialist must have demonstrated technical leadership in public health program management, planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.
- c. **Language Proficiency:** Level 4 (fluent proficiency) English and local language proficiency, both oral and written, is required.
- d. **Job Knowledge:** The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing HIV/AIDS care and treatment activities in the host country, and the problems and policies of the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country and the region; development problems in the HIV/AIDS sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of USG legislation, policy, and practice relating to HIV/AIDS Care and Treatment activities, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.
- e. **Skills and Abilities:** The Specialist should be able to facilitate and link culturally appropriate assessments, counseling, treatment deficits, and related issues and facilitation of linkages to food security programs, including water, sanitation, and hygiene promotion; and be able to use this data for decision making. The Specialist must be able to provide technical leadership in HIV/AIDS Care and Treatment; and apply this knowledge to advanced programming in the host country and the region. The Specialist must have the ability to present information, analyses, and recommendations in clear written and oral formats. The ability to independently conceive, plan, organize, manage, and evaluate important, diverse, and complex work projects, to drive high-level performance and outcomes of USAID HIV treatment programs is required. The Specialist must possess the ability to respond professionally and adjust in fluid situations to meet deadlines in the face of competing priorities and time pressures. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels in a culturally diverse environment, accept divergent points of view and help find consensus to achieve team goals, is required. Excellent computer skills including

in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly is required.

## **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

### **EVALUATION FACTORS:**

Applicants who clearly meet the minimum Education, Experience and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

**FACTOR #1: Knowledge** (As stated above) – 15 points.

**FACTOR #2: Skills and Abilities** (As stated above) – 10 points.

**FACTOR #3: Language Skills** (As stated above) - 5 points.

**Interview Performance: 70 points**

**Total Possible Points: 100 points**

### **SELECTION PROCESS**

- (1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.
- (2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.
- (3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

- (4) Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantives information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, USAID will delay such reference checks pending the applicant's concurrence.

### **III. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>); or a current resume that provides the same information as DS-174 form.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.
4. All documentation that supports or addresses the requirements listed above (e.g. certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures. E-mails received without the appropriate subject line and incomplete applications will not be considered.

### **IV. LIST OF REQUIRED FORMS FOR PSC HIRES**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

### **V. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)

- c. Annual and Sick leave
- d. Annual Bonus

2. ALLOWANCES (as applicable):
  - a. Transportation Allowance
  - b. Meal Allowance
  - c. Miscellaneous Allowance
  - d. Housing Allowance

## VI. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

## VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: CCNPSC - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.



4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).